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# MANAGEMENT COUNCIL NEWSLETTER

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A summary of significant events of  
interest to USDA management

Issue #46  
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FEDERAL GOVERNMENT PAPERWORK MANAGEMENT AWARDS..... USDA received an Award of Excellence for the recent forms and reports reduction campaign at a luncheon sponsored by the Association of Records Managers and Administrators on September 17. The Assistant Secretary for Administration accepted the USDA award on behalf of the Secretary. C. R. Hanna, Jr., Assistant Director, Management, OMF, accepted an award for the group of 18 USDA employees who were recognized for their contribution to the campaign. Award plaques were subsequently presented to these employees by the Secretary on September 22. The USDA employees receiving the plaques were: C. R. Hanna, Jr., OMF; Peter J. Doyle, OMF; Elizabeth M. Myers, AMS; Ralph Marceron, AMS; Thomas A. Sagar, ASCS; Felix L. Foss, ASCS; Anthony Bizzarri, EMSC; Yvonne D. Daniel, ERS; Betty D. Baker, ES; Bernard L. Long, FNS; Jerome M. Stein, FNS; Edgar E. Palmer, FS; Michael G. Abretski, OI; Robert H. Robinson, REA; Lincoln F. Gallacher, SCS; Joseph Fellers, ARS; Edith LeRoy, APHIS; and Jack Ferron, APHIS. (Contact: Henry Arnold, OMF, ext. 75725)

LABOR DEPARTMENT SEEKS TO TRANSFER USDA CONTRACT COMPLIANCE PROGRAM..... The Department of Labor's (DOL) Office of Federal Contract Compliance Programs (OFCCP) proposes to transfer the Office of Equal Opportunity's contract compliance responsibilities for supply and service contractors to the Department of Defense; construction contractors to the Environmental Protection Agency; and Rural Electrification Administration borrowers to the General Services Administration. The transfers scheduled for FY 78 are part of a DOL consolidation plan to reduce the number of compliance agencies. Compliance programs of the Veterans Administration and the Department of Transportation are also to be absorbed into other agencies. USDA plans to discuss this matter further with both DOL and the Office of Management and Budget. (Contact: Jim Frazier, OEO, ext. 74256)

PHYSICAL SECURITY - HANDICAPPED EMPLOYEE FACILITIES..... A keycard operated door for USDA handicapped employees has been installed on the Independence Avenue side of the Administration Building. Handicapped employees may obtain an access keycard from Mrs. Patricia Killen, Department Handicap Coordinator, Room 143-W (Office of Personnel). This entrance is to be used by handicapped staff ONLY and will be useable from 6:00 a.m. to 6:00 p.m., Monday through Friday. On-duty ENSEC security personnel will assist handicapped employees at all other times.

A contract for the installation of keycard operated doors in Courts 2 and 5 of the South Building has been let by GSA, and work should begin shortly. No completion date has been set. Present procedures for assisting handicapped staff will continue until these facilities in the South Building are installed. (Contact: Carl H. Tant, OI, ext. 76001)

00's FY 77 MANAGEMENT IMPROVEMENT OBJECTIVES....Summarized below are the Office of 'Operations' Management Improvement Objectives for FY 77. These objectives have been developed over the last several months with the help and mutual commitment of agency Administrative Services Directors (ASD) and the Management Council. The status of these objectives and related actions will be addressed at the 00-ASD conference scheduled for the second week of October.

- ...Procurement Reporting - To develop an automated procurement reporting system which will reduce reporting costs and will more readily provide data for users. This system will feed into the Federal Procurement Data System (FPDS) being developed by GSA/DOD. Projected savings - \$130,000 per year. (Contact: Dean Smith, 00, ext. 77527)
- ...Procurement Tracking - To develop a purchase order and contract preparation follow-up and management control process to function at the agency level. This will help resolve many problems presently being experienced by 00 Central Services and the agencies in these areas. A pilot system is being developed within 00 and will be extended Department-wide if feasible. Projected avoidance = 2 man-years effort. (Contact: Ed Gauthier, 00, ext. 74556)
- ...Master Consultant Agreement - To enter into a master agreement for procurement of consulting services. Goal is to simplify both industry and governmental burden in this area. Projected savings = \$200,000. (Contact: Dean Smith, 00, ext. 77527)
- ...Agricultural Service Center - To implement the Agricultural Service Center program by achieving 800 operational centers by December 31, 1976. (Contact: Dick Hadsell, 00, ext. 73152)
- ...Property Management Information System - To develop a comprehensive, accurate, and accessible system of information pertaining to the Department's real property, motor vehicles, and other personal property. Supports feasibility of the property objective. (Contact: Frank DiGialleonardo, 00, ext. 73152)
- ...Personal Property - (a) To reduce expenditures for furniture and equipment by encouraging refinishing as an alternative to new procurement and improve utilization through increased interagency transfers, loans, or sharing. (b) To develop more consistency in personal property management and an information base through the developing property management information system. (c) To develop viable property management initiatives for the future. Projected savings = \$300,000 per year. (Contact: Bob Welch, 00, ext. 77557)
- ...Washington Space Utilization - To improve Washington, D.C. total space utilization, facilitate program operations, and reduce space rent costs. Projected estimated savings = \$500,000 per year upon full implementation. (Contact: Bill Hamilton, 00, ext. 73141)
- ...Controlled Correspondence - To improve the Department's response on-time rate to 95% for Secretary's controlled correspondence through increased management control and a central answering unit to answer specified categories of mail. (Contact: Jerry Pepper, 00, ext. 78393)
- ...Forms and Publications - To design a comprehensive and more cost-effective management system for publications and forms produced, stored, and distributed by all agencies. Study being initiated to assess savings potential. (Contact: Jerry Pepper, 00, ext. 78393)
- ...Copying and Duplication - To reduce copying and duplicating costs and improve services by exercising closer managerial control over the acquisition of equipment and use of centralized copying and duplicating facilities. Projected savings = \$200,000. (Contact: Joe Fisch, 00, ext. 76867)
- ...Mail and Messenger - To reduce costs and improve mail and messenger service, including outside messenger service, for the downtown D.C. complex through review, analysis, and modification of current procedures. Projected savings = \$5 million. (Contact: Jerry Pepper, 00, ext. 78393)

CENTRAL REFERRAL UNIT MOVED....The Office of Personnel's Central Referral Unit has recently been relocated to Room 107-A which is next to the patio theatre in the Administration Building. This unit provides general employment information to the public and they can better serve the public in their new location. They can be reached on extension 75625.



MEDIA VISITS USDA.....Representatives from metromedia, Channel 5 and NBC, visited USDA on September 29, 1976. Assistant Secretary Bolduc was interviewed concerning the laboratory space being occupied by the Environmental Protection Agency (EPA) in Agriculture's South Building. Filmed interviews were conducted with EPA personnel in the laboratories in the South Building and Beltsville locations occupied by EPA. The media's interest in EPA labs was relative to a report that certain chemicals being used in these labs were not being properly controlled. (Contact: Al Cauley, 00 ext. 72815)

AGRICULTURAL SERVICE CENTERS.....A group of USDA representatives, including the Assistant Secretary for Administration, met with Texas Congressmen Mahon, Poage, Burleson, and Hightower and staff members from several other congressional districts on September 16. The meeting was called by Congressman Mahon to provide the USDA with an opportunity to clarify service center policies, procedures, and objectives. The congressional delegation had expressed concern regarding costs, mandatory program provisions, local input, and loss of agency identity. Additional background information and recommendations for each service center in the districts of these four Congressmen and others have been prepared and furnished the Hill. (Contact: Dick Hadsell, 00, ext. 73152)

BUDGET FOR FY 78.....

...Budget Request - The Secretary submitted the Department's budget estimate for FY 78 to OMB on September 17. Advanced submission materials have been prepared, reviewed, and forwarded to OMB for all agencies except the Forest Service. Submission of the remaining Department estimate materials and detail schedules are scheduled for completion by October 5.

OMB has been advised of the Department's special effort to deal with the difficult problem of employment ceiling impact on programs approved for appropriations in FY 77 and requested for FY 78. The Secretary's request to obtain levels of employment for FY 77 and FY 78 are scheduled for submission to OMB the week of October 4.

...Budget Hearings - A series of OMB hearings on the FY 78 Department budget estimates has been scheduled during the weeks of 9/27 and 10/4 following an overview briefing on the Department's budget request given to OMB by the Assistant Secretary for Administration and the Director of Finance. The purpose of these sessions is for OMB officials to discuss with Assistant Secretaries and Agency Administrators the policy and program management decisions used in developing Department budget estimates for FY 78.

Selected program areas will be discussed in more specific detail. These hearings provide the opportunity to develop a clear understanding between agency and OMB officials regarding the Department's program policies and their impact on the FY 78 budget.

USDA SAFETY PROGRAM EVALUATED.....The Department of Labor's Office of Federal Agency Safety Programs conducted an evaluation of USDA's safety program and presented their findings to the Assistant Secretary for Administration on September 20. They concluded that USDA has not made adequate progress in meeting the safety requirements. USDA must now take action to resolve the outstanding safety problems. (Contact: Phillip Mueller, OP, ext. 78248)

APPLICATIONS REVIEW BOARD.....ADS has published an IAR procedure governing the establishment of agency application review boards. This is in response to a milestone established in the ADP management improvement objective approved by the Management Council. (Contact: R. Williams, ADS, est. 72118)

## CURRENT LEGISLATIVE ACTIVITY.....

- ...Grain Inspection - Conferees reported HR 12572, Grain Inspection. Major provisions include Federal/State inspection at export locations; 100% Federal supervision and certification of weights at export locations; and creation of a separate agency in USDA to administer inspection and weighing programs.
- ...Foreign Language Training - Both Houses agreed to the conference report on S3052 which provides overseas orientation and foreign language training for families of USDA employees scheduled for foreign assignments.
- ...Direct Marketing Bill - Both Houses agreed to the conference report on HR 10339, Farmer-to-Consumer Direct Marketing Act. This bill also contains a provision that USDA provide assistance on the cost of transporting hay to disaster areas.
- ...National Forests - The conference report on S3091, Forest Management was reported. This bill establishes guidelines for improved management of the National Forest System.
- ...Toxic Substances - Both Houses agreed to the conference report on S3149, Toxic Substances Control Act, clearing the measure for the President. (Contact: John Mottershead, OMF, ext. 74654)

OCTOBER 1976 PAY INCREASE.....On September 29, President Ford ordered an average 4.83 percent pay raise for General Schedule Employees.

Salaries of top General Schedule officials would be limited to the new statutory ceiling of \$39,600. All the steps of GS-16, GS-17, and GS-18 as well as the top four steps of GS-15 will be limited by this statutory ceiling. (Contact: Verna Deane Brown, OP, ext. 73641)

COMBINED FEDERAL CAMPAIGN.....The 1976 CFC was kicked off by Secretary Butz on September 22. The one month campaign has a USDA goal of \$403,025 to support the National Capital Area United Way agencies and programs. The following progress reporting dates, with percentages of target to be achieved; are as follows:

October 1	20%
October 8	60%
October 15	85%
October 22	100%

The Secretary, serving as co-chairman for the National Capital Area CFC and as chairman for the USDA campaign, called on USDA employees to show the people of the Washington area that USDA employees know how to help. (Contact: Eleanor Lanier, ERS, ext. 78066)

EQUAL EMPLOYMENT OPPORTUNITY.....The Assistant Secretary for Administration has been meeting in recent weeks with minority and women's groups to discuss the lack of significant progress in USDA in the hiring and promoting of minorities and women. In these meetings the Assistant Secretary has repeatedly stated Secretary Butz's and his personal commitment to have USDA agencies take positive steps to provide opportunities through results - oriented actions. (Contact: Gloria Torres, OP, ext. 72973)